



STATE OF CONNECTICUT
Office of Policy and Management

**OJJDP Formula II Funding
2018 Juvenile Review Board Grant Program**

Application Processing Instructions

July 13, 2018

Administration

This program will use the following on-line resources to help administer this program:

- Dedicated Web Page to post allocation table, instructions, and the application package: <http://www.ct.gov/opm/cwp/view.asp?a=2974&Q=603764&PM=1>
- The points of contact at OPM for this grant program will be Nichole Howe, nichole.howe@ct.gov, phone 860-418-6443 and John Forbes, john.forbes@ct.gov, phone 860-418-6271.
- A **NEW** On-line Grants Management System known as GRANTIUM; logins and passwords will be provided when applications are approved

Next Steps

STEP #1: OPM Notification to JRB Municipalities. OPM will be sending the announcement for the start of this grant program on **Friday, July 13, 2018**, to the 35 Juvenile Review Boards (and their associated municipalities) that were previously funded through state appropriated funds provided by the Department of Children and Families in Fiscal Year 2018. The following people will be notified in each municipality.

1. Chief Elected Official
2. Chief Financial Officer (Director of Finance)
3. Executive Director or Department Head for the organization that runs the JRB

STEP #2: Deadline to Email Intent to Apply. Municipalities and/or JRB's must notify OPM of their intent to apply for this grant program by Wednesday, July 25, 2018. In addition, municipalities must designate a central single point of contact for the administration of this grant at the local level. Please send your notification of intent to apply to:

1. Nichole Howe, nichole.howe@ct.gov, phone: 860-418-6443; Fiscal Administrative Officer, Office of Policy and Management.

STEP #3: Deadline for Submission of Complete Application Package to OPM. Once the intent to apply and the contact information for this grant program has been returned to OPM, the municipal grant project manager will be directed to the appropriate web address to download the requisite application materials and instructions, etc.

1. **The deadline to submit the completed application package to OPM is August 8, 2018.**
2. Return the completed Application package to Nichole Howe at nichole.howe@ct.gov

STEP #4: Application Package Review/Approved. OPM/CJPPD staff will review the Application Package as soon as they receive them. ALL required application components must be submitted before an application will be approved.

1. If the application package is approved - move to **Step#5**
2. If the application package requires changes, it will be returned to the municipal project manager for modification.

STEP #5: Notice of Grant Award Mailed/Returned. Once the application package is approved, OPM/CJPPD will mail (via U.S. Mail) the Notice of Grant Award package to the Chief Elected Officials/Town Manager for their signature.

1. The local municipality **MUST** return the signed Notice of Grant Award package to OPM/CJPPD via U.S. Mail
2. The **START DATE** for this grant award is **September 1, 2018**

STEP #6: GRANTIUM Registration. Once OPM/CJPPD has received the signed grant award, the process will shift to the NEW On-line Grants Management System known as GRANTIUM:

1. Each Municipality will have its own proprietary workspace.
2. Logins and passwords and additional instruction will be provided to each municipal grant project manager.
3. Project Officers must login and "certify" their applications in GRANTIUM.

STEP 7: First Payment submitted (25% of Total Award). Municipalities will be eligible to receive their first payment of grant funds based on the completion of these three conditions:

1. A fully approved application package.
2. The required registration in the On-line Grants Management System known as GRANTIUM.
3. A fully executed grant award - signed by OPM **and** the local municipality.

The first payment will be 25% of the total value of the grant award.

Successive payments will be dependent upon the submission of **Quarterly Progress reports** and complete **Financial Expenditure reports**.